

Sanitized - Approved For Release :  
CIA-RDP70-00211R000200180141-3

Report for Week Ending 15 January 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 32 actions requiring the printing of 559,750 copies, or sets, of blank forms. This represents an increase of 4 actions and a decrease of 63,100 copies compared to last week.
- (2) Seven new and 4 revised forms were approved.

b. Intangible

- 25X1A9a (1) Colonel [REDACTED] Cable Secretariat, O/DCI, and I have once again urged Mr. [REDACTED], C/GPB/PD/OL, to consider 25X1A9a the need for a single source contract for Agency forms.
- (2) The Army (Messrs Kullgren and Daniels, ACSI) has tentatively agreed to adopt, with slight modification - subject to DA coordination, the common "Information Report". Coordination copies are being prepared for the DA.
- 25X1A8a (3) Plans for conducting a DD/P Forms Management Program have been discussed with Mr. [REDACTED], [REDACTED], and Mr. [REDACTED] 25X1A9a  
25X1A8a [REDACTED]

25X1A5a1

[REDACTED]

2. Assignments - Active

- a. There are 23 new and 8 revised forms pending. ✓
- b. The Forms Survey in PSD/OL is continuing. ✓

3. News

25X1A9a a. Miss [REDACTED] has been off the last 2 days on Sick leave.

25X1A9a b. Mr. [REDACTED] is continuing the "Writing Workshop" 2 - 1/2 days each week in OT.

25X1A9a

